

## **Village of Richfield**

### **Village Hall Facility Use Policy**

#### **1.0 PURPOSE:**

The Village of Richfield's Village Hall facility is provided for use by Richfield citizens primarily for community-sponsored activities, for informational, educational, intellectual, or charitable activities. It is not to be used by profit-making businesses. The Village of Richfield reserves the right to cancel a building reservation or move your organization to a different room if the room reserved is needed for Village use.

#### **2.0 ORGANIZATIONS AFFECTED:**

This policy shall apply to all Village of Richfield staff, elected/appointed officials, and the public.

#### **3.0 POLICY:**

It is the policy of the Village to enforce all guidelines dictated in this policy and in local ordinances regarding use of Village Hall facilities in the Village of Richfield.

#### **4.0 DESCRIPTION OF VILLAGE HALL FACILITY:**

The Village facility available for use/rent is located in the basement of Village Hall. The room has a capacity of approximately 150 people and contains audio and visual equipment that is owned by the Village. There is also an assortment of tables and chairs available. The room is accessible through the back downstairs doors and through the main level of Village Hall.

#### **5.0 USE OF THE FACILITY:**

In the event more than one meeting or function is planned for the same date, priority for functions other than Village uses shall be on a "first come, first serve" basis, except that for applications received on the same date, priority shall be in the order as shown below. Applications for use during a calendar year will first be received on January 1 of that year. No more than 20 uses in a calendar year shall be permitted by any individual or organization. Displaced groups shall be notified of scheduling conflicts as soon as possible.

5.1 Functions of Village government shall always take precedence in scheduling the use of Village Hall meeting rooms.

5.2 Activities under Village sponsorship and community sponsored organizations such as Boy/Girl Scouts, Richfield Historical Society, Lion/Lioness Clubs, etc.

5.3 Not for profit and educational organizations.

5.4 Residents of the Village of Richfield.

6.0 AVAILABILITY:

The meeting room is available for use during any hours of the week or weekend.

7.0 SCHEDULING USE OF THE FACILITY:

Scheduling of the meeting room for events must be done during Village Hall business hours of 7:30am and 4:00pm and can be done by telephone, E-mail, or in person through the Administrative Assistant. Once the reservation has been made and approved, and the responsible party has signed the facility use agreement, paid the applicable security deposit, and provided the required insurance certificate, the user may pick up a key to the room up to two (2) days prior to the event during regular business hours. After use of the room the user will, after locking the building, leave the key in the available drop box located by the front entrance of Village Hall.

8.0 CHARGES FOR USE OF FACILITIES:

As the community rooms and conference rooms are to be only used for community-related activities the fee is the security deposit. Users will be charged for any damage that occurs while using the building. Only Village of Richfield staff may charge a fee for participation in programs that are for training or other educational purposes; all other facility users are not permitted to charge a fee for any program attendance.

9.0 PROHIBITED USE OF THE FACILITY:

9.1 Programs involving the sale, advertising, promotion of products or services, or other commercial purpose. No fee can be charged to attend the program.

9.2 Private social functions, such as showers, birthday parties, and dances.

9.3 Programs which interfere with Village Hall operation by causing excessive noise, a safety hazard, or a security risk.

9.4 Political meetings for the purpose of furthering the candidacy of a person or persons. The term political meeting does not include a bona fide public informational meeting held by an elected official for the purpose of informing or providing his/her constituents with an opportunity to meet and ask questions of their elected officials as long as the meeting is more than 4 weeks prior to an election for the elected official. The term political meeting also does not include informational meetings or candidate forums sponsored by non-partisan groups if the intent of such meeting is to provide a forum for all candidates or representation of all sides of an issue.

10.0 FACILITY REGULATIONS:

- 10.1 The Village is not responsible for damage to or loss of property belonging to the groups using the facility.
- 10.2 Publicity or advertisements about an event must contain a disclaimer that the Village of Richfield does not sponsor or endorse the activities of meeting room users.
- 10.3 Users of Village Hall meetings rooms are prohibited from selling or in any way providing, possessing, or consuming alcohol.
- 10.4 The use of nails, tape, tacks or the like to fasten materials to the walls, doors or ceiling is prohibited.
- 10.5 Pets are not allowed in the building unless special exception has been made by the Village Administrator.
- 10.6 Activities sponsored or attended by minors shall have one adult chaperone for each 25 minors present. These adult chaperones shall remain in attendance during the entire event and shall be held responsible for activities of the event.
- 10.7 Proper behavior must be observed at all times both inside and outside the building. Any failure to keep order or any acts of vandalism may result in expulsion or arrest. The person making the reservation shall be held responsible for the conduct of the activity.
- 10.8 Tables and chairs must be returned to where they were prior to a group's use of the facility. Any decorations need to be fully removed.
- 10.9 The private user must strictly abide by all rules, regulations, resolutions and ordinances of the Village of Richfield, and all applicable State and federal laws, at all times during the use.
- 10.10 The person making the reservation, individually and on behalf of the organization that will use the facility (if any), is required to enter a facility use agreement with the Village, in a form approved by the Village Attorney. The agreement shall require, among such other terms as the Village Attorney may require, full indemnification, waiver of claims and hold harmless of the Village; a certificate of insurance in a form approved by the Village Attorney; and a security deposit to cover any costs of cleaning or repair arising from the use. If there are no such repairs or extra cleaning costs the security deposit will be returned to the user.
- 10.11 The person entering the facility use agreement must be a resident of the Village, and must be present at the event at all times throughout the private use, unless in the case of emergency. In case of an emergency, the Village Administrator, in his

discretion, may allow another Village resident to be the responsible party, provided that such other resident accepts the responsibilities of the same and agrees to be present at all times during the private use.

- 10.12 The amount of the security deposit shall be established from time to time by the Village Board.
- 10.13 Use of the facility does not imply Village endorsement of the activity. All publicity for the function must include this statement: "The use of the Village of Richfield Village Hall has been made possible pursuant to the Village of Richfield Village Hall Facility Use Policy, and the Village of Richfield disclaims any express or implied endorsement of this activity."
- 10.14 Private use of the Village Hall shall not be to the exclusion of Village uses. Village officials and employees may enter the premises at any time, even during the private use, for any purpose.
- 10.15 The Village Administrator is authorized to refuse facility usage when, based on past use, the experience or usage by the individual or organization has been unfavorable as determined by the Village Administrator.
- 10.16 The private user shall reimburse the Village of Richfield for any costs the Village incurs related to the private use activity, including, but not limited to, the costs that the Village may incur in providing police protection or security in excess of the personnel ordinarily on duty during the time of use; and the cost of cleaning or repairing the facility following the private use activity. These costs may be withheld from the security deposit, though the private user is also obligated to pay any such costs incurred that exceed the amount of the security deposit.



4128 Hubertus Rd.  
Hubertus, WI 53033  
Phone: (262) 628-2260  
Fax: (262) 628-2984

**Village of Richfield**  
**Village Hall Facility Use Application**  
**4128 Hubertus Road, Hubertus WI, 53033**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

E-Mail address \_\_\_\_\_

Date(s) requested time \_\_\_\_\_

Organization name \_\_\_\_\_

Type of event \_\_\_\_\_

Number of persons to attend \_\_\_\_\_

**Fee:**

Security deposit \$ \_\_\_\_\_

I have read the Village of Richfield Facility Use Policy and I agree to abide by the rules and regulations governing the use of the facility.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Usage approved by \_\_\_\_\_

Village approval signature \_\_\_\_\_

**VILLAGE USE ONLY**

Deposit received date \_\_\_\_\_ Receipt #: \_\_\_\_\_

Certificate of insurance received date \_\_\_\_\_

Date key issued \_\_\_\_\_ Date key returned \_\_\_\_\_

Date posted on calendar \_\_\_\_\_ Posted by \_\_\_\_\_

Condition of room after usage \_\_\_\_\_

Amount (if any) to be forfeited from deposit \_\_\_\_\_

Reason for forfeiture \_\_\_\_\_

Date deposit refunded \_\_\_\_\_ Amount \_\_\_\_\_